



Using Skype

Created by the Columbia Basin Alliance for Literacy



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Using Skype

How do you get Skype?

Skype is a software application that allows users to make voice or voice and video calls over the Internet. Calls to other users within the Skype service are free, while calls to both traditional landline telephones and mobile phones can be made for a fee. Skype is also popular for its additional features which include instant messaging, file transfer, and video conferencing.

Get Skype on Your Computer

1. Open your web browser (e.g. Internet Explorer or Mozilla Firefox).
2. Go to www.skype.com and click on **Get Skype**.
3. Click on **Get Skype**.
4. Click on the version of Skype you wish to download.

Computer

[Windows](#)
[Windows \(Business\)](#)
[Mac](#)
[Linux](#)

5. Click on **Download Skype**.

[Download Skype](#)

Using Skype

How do you download Skype?

Download Skype

1. Click **Save** in the dialogue box that appears.



2. Click **Run** to install Skype on your computer.



3. When the download is complete, click **I agree – next** and follow the steps in the Setup Wizard to complete the installation.

Using Skype

How do you download Skype?



Join Skype

Once Skype is downloaded on your computer you will need to join Skype.

1. Click on **Join Skype**. 
2. Create a Skype account by filling in the form.
 - Type in your name.
 - Create a Skype username (called a Skype Name) and password.
3. Write your Skype username and password here:
Username _____ Password _____
4. Click on **I agree – Continue**.

I agree - Continue

Using Skype

How do you use Skype?

Open Skype

1. Double-click the Skype icon on your desktop or choose it from the **Windows Start** menu.
2. Enter your Skype Name and Password in the space provided. (If you forget your password, click the **Forgot your password?** link and follow the directions.)
3. Click **Sign me in**.



Change Your Profile

Your profile is information you share with your contacts on Skype. From time to time you may want to change that information.

1. Click on **Profile**.
2. Make any changes you like to the information you have provided (some fields cannot be changed, such as your Skype name).

Add or Change Your Picture

1. Click on **Profile**.
2. Click on **Change Picture**.
3. Click on **Choose File** to select a picture stored on your computer.
4. Find the picture file and click **Open**.

You may also click **Take a picture** to take a new picture with your webcam.

Using Skype

How do you add contacts on Skype?

Add Contacts

A contact is someone you know and would like to contact using Skype. To add a contact:

1. Sign in to Skype.
2. Click **Contacts** → **Add a Contact**.



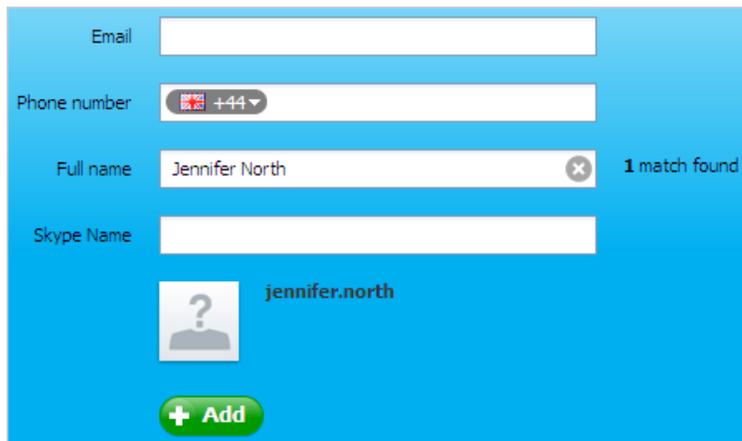
3. Enter the Email, Phone number, Full name or Skype Name of the person you want to add.

A screenshot of the "Add a Contact" form in Skype. The form has a light blue background and contains four input fields: "Email", "Phone number" (with a dropdown menu showing "+44"), "Full name" (with the text "Jennifer North" and a clear button), and "Skype Name". At the bottom of the form is a green button with a plus sign and the text "Add".

Using Skype

How do you add contacts on Skype?

4. Click **Add**.

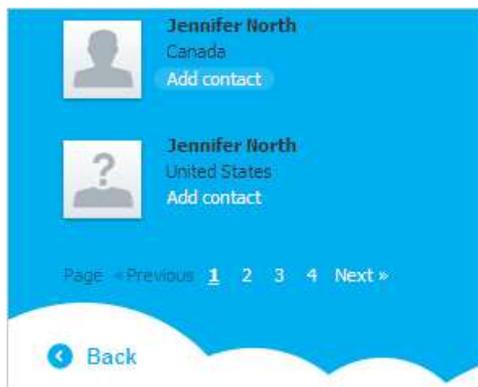


The screenshot shows the Skype search interface with the following fields and results:

- Email:
- Phone number:
- Full name: 1 match found
- Skype Name:

The search results display a contact card for "jennifer.north" with a placeholder profile picture (a question mark) and a green "+ Add" button.

5. Click **Add contact** next to the contact you wish to add.



More information on the Skype account you have selected will be displayed. You can also confirm the account of a person you wish to add by clicking on the person's name for more information.

Using Skype

How do you add contacts on Skype?

6. Enter some text to introduce yourself and click **Send request**.



Once the person agrees to your request, he or she will be added to your Contact list. You can then make voice calls, video calls, send instant messages and share files with your contacts on Skype.

Using Skype

How do you make a video call on Skype?

Video calls are the most popular feature of Skype. On a video call you can see and hear the person you are calling. You can make a free video call with any of your Skype contacts – all you need is a webcam.

Before you make a video call check:

- Your webcam is plugged into your computer (if you have an external webcam).
- You've installed the software that came with your webcam.
- You have turned on your webcam.

Make a Video Call

1. Sign in to Skype.
2. Find the person you want to talk to in your contact list and click on his or her name. (Make sure they are online - if they have this  symbol beside them, it means they are offline and you won't be able to video call them.)
3. Click  in the main window to start your video call.
4. Smile, wave, say hello!

Using Skype

How do you make a voice call on Skype?

You can call your contacts easily on Skype.

Make a Voice Call

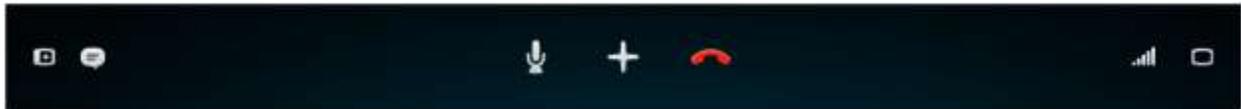
1. **Sign in** to Skype.
2. Find the person you want to call on the **Contacts** tab. If you have lots of contacts you can use the “Search” box to find the person you’re looking for.
3. Click on the contact. You will see their details in the main window.
 - Remember - anyone with one of these icons beside them    is on Skype so it's free to call. Anyone with one of these   means it's a phone or mobile number and calls will cost you a little.
4. Click the drop down arrow on the  button. Click **Call Skype**. You should hear ringing. If you don't hear the other person or they can't hear you, click the call quality icon in the call bar .
5. To hang up, click the **End call** button .

Using Skype

What are other features can you use on Skype calls?

There are several useful features you can use on voice or video calls. These are found on the bar at the bottom of the Skype screen.

Use Skype Features



-  Hide your contacts so they aren't shown on the screen.
-  Show the IM window so you can instant message the person you are talking to.
-  Mute your microphone so the other person can't hear you.
-  Add participants to your call, send files and more.
-  End your call.
-  Get call quality information.
-  Choose screen options so you can show your friend's video in full screen or put all your videos into a separate window that you can drag around your screen.

Using Skype

How do you make a phone or mobile call on Skype?

To call phones and mobiles from Skype you will need to buy some Skype Credits or a subscription. You can then call a number on your contact's profile, or use the dial pad to enter a phone number.

Make a Phone Call

1. Click **Call Phone** below the Contact list.

A rectangular button with a grid icon on the left and the text "Call phones" on the right.

2. Choose a country from the flag menu if you're calling abroad. Then type the phone number (or click the numbers on the keypad) and click the green **Call** button.



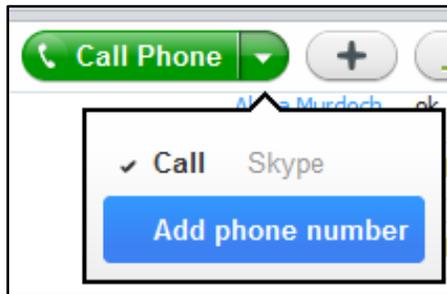
Tip: To dial a country code (e.g. +44) click and hold down your left mouse button on the **0 +** button for two seconds and release to get the "+" sign. You don't need to do this if you have selected a country from the flag menu.

Using Skype

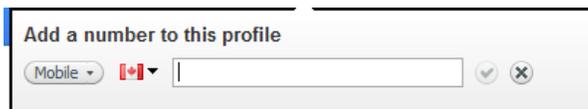
How do you make a phone or mobile call on Skype?

Add Phone Numbers for Contacts

1. Click on the contact whose number you wish to add.
2. Click the **Call Phone** drop down arrow.
3. Click **Add Phone Number**.



4. Type your contact's number in the box provided.



Remember

Skype does not support calls to any emergency number or emergency service.

Using Skype

How do you send instant messages on Skype?

You can also send text messages on Skype. To do this you will need to buy some Skype Credit.

Send an Instant Message

1. Click on the contact you want to instant message.
2. Click inside the conversation box.
3. Type a message.
4. Click **Send message** press the **Enter** key on your keyboard.



5. Click  to add emoticons, or small pictures, to show how you're feeling.

